

Application For Out-of-State Manufacturer/Distributor License



Mail completed application to: Idaho Transportation Department
PO Box 34
Boise ID 83731-0034

Fees

Out-of-State Manufacturer License _____	\$100.00	Manufacturer Plate _____	\$20.00
Distributor License _____	\$100.00	(includes \$2.00 mailing fee)	
Factory Representative License (Each) _____	\$ 25.00	Renewal of Manufacturer Plate _____	\$15.00

Application For: ☐ Manufacturer License ☐ Distributor License

Company Name		Applicant's Printed Name	
Location Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Area Code and Phone Number	Area Code and Fax Number		
Authorized Signature X			

Product Information

Manufactured or Distributed Product Name(s)
Type of Vehicle(s)

Factory Representative(s) Application

Applicant's Name	Social Security Number	Date of Birth
Territory	Signature X	
Applicant's Name	Social Security Number	Date of Birth
Territory	Signature X	
Applicant's Name	Social Security Number	Date of Birth
Territory	Signature X	
Manufacturer's/Distributors Authorized Signature X		

Plate Order and Fees Submitted

New or additional dealer plates ordered: _____	@ \$20.00 each = \$ _____								
Plates to be renewed (List numbers below): _____	@ \$15.00 each = \$ _____								
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Manufacturer License (\$100.00) _____ \$ _____									
Distributor License (\$100.00) _____ \$ _____									
Factory Representatives _____	@ \$25.00 each = \$ _____								
(total)									
Total Enclosed \$ _____									

Out Of State Manufacturer Or Distributor Instructions

Section 49-1601 and Section 67-7039 (4) Idaho Code states "It shall be unlawful for any person to act as a dealer or salesman, wholesaler, manufacturer of vehicles or a manufacturer, distributor, factory branch, or distributor branch representative, without first having procured a license from the department." In addition, Section 49-105(7) Idaho Code states, "distributor shall mean any person, firm, association, corporation or trust, resident or nonresident, who has a franchise from a manufacturer to distribute vehicles/vessels* in this area, and who in whole or in part sells or distributes new vehicles or vehicles to Idaho dealers or who maintains distributor representatives."

Therefore, since all manufacturers also distribute new vehicles in this state, they are required to license as such. To obtain a license, please return the following:

- The completed application form
- A copy of your Manufacturer's Statement or Certificate of Origin (manufacturers only)
- A copy of your license from the state where your business is located
- A letter of authorization from the manufacturer allowing you to distribute their product in Idaho
- A letter listing each of your franchised or authorized dealers in the State of Idaho.
- The fee of \$100.00 for the license and \$25.00 for each factory representative

*Vehicles mean motor vehicles, commercial vehicles, trailers over 2000 lbs., and recreational vehicles. Vessels over 12 ' with a permanently attached mode of propulsion, inboard motor or out board motor boats, sail boats, or personal watercraft.

Questions and Answers on reverse

What other documentation may be needed?

In addition to the application form and fees, an out-of-state distributor who is not the manufacturer needs to include a letter of authorization from the manufacturer to distribute the manufacturer's products in Idaho and a copy of their out-of-state dealer license. Manufacturers registering their distributors in Idaho must submit a copy of their manufacturer's license and manufacturer's statement of origin along with the application and fees.

What are the licensing options for out-of-state distributors representing a single manufacturer?

- The out-of-state distributor may license (\$100), and license their own factory representatives (\$25 each person), or
- The manufacturer may license as an out-of-state distributor (\$100) and license the distributor and employees of the distributor as factory representatives of the manufacturer (\$25 each person).

Note: A factory representative need not be a direct employee of the manufacturer.

How is licensing handled for distributors representing several manufacturers?

Each distributor license whether issued to a distributor or a manufacturer is limited to only one manufacturer per license. Separate out-of-state distributor licenses and factory representative cards are issued for each manufacturer represented. However, several lines from the same manufacturer may be included on the same license if they are located in the same state.

What are the licensing options for out-of-state distributors representing multiple manufacturers?

- Each manufacturer may license as an out-of-state distributor (\$100) with distributors and employees of distributors licensed as factory representatives (\$25 each person).
Note: A factory representative need not be a direct employee of the manufacturer.
- An out-of-state distributor who is not the manufacturer may separately license as a distributor for each manufacturer represented (\$100 each) and license factory representatives for each manufacturer.
- An out-of-state distributor planning to sell for multiple manufacturers may do a combination of the above. For example, an individual may be a licensed factory representative for one manufacturer (licensed as a distributor) and at the same time, be a licensed distributor for another manufacturer.